

<b>Process Name:</b> Payroll		<b>Process Identifier:</b> PY	
<b>Sub-Process Name:</b> Warrants		<b>Sub-Process Identifier:</b> PY-7	
<b>Sub-Process Purpose and Objectives:</b> The warrant process allows paychecks to be generated for individuals that have not been paid through the payroll system when hours have been worked that have not been captured in the current payroll.			
<b>Sub-Process Description:</b> The process begins when the agency identifies the need for a warrant. The agency prepares a request for a warrant that is forwarded to personnel for review and approval. Once approved by personnel, it is forwarded to payroll for any final calculations and entered into STARS for the production of the check. Payroll also prepares supplemental input for the next special run to include this information in the employee payroll record.			
<b>Sub-Process Trigger(s):</b> <ul style="list-style-type: none"><li>Hours worked not paid (not done for only overtime)</li><li>Grievances</li></ul>		<b>Key Sub-Process Participants:</b> <ul style="list-style-type: none"><li>Personnel</li><li>Employee</li><li>Agencies</li><li>Payroll</li></ul>	
<b>Inputs:</b>			
<b>Input</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Suppliers</b>
Request from agency	Paper document	25/pay period	Agency
<b>Outputs:</b>			
<b>Output</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Recipients</b>
Warrants	STARS produced warrants	25/pay period	Agency to distribute to employee
Supplemental data	Online entry	25/pay period	SEIS (next special run)
<b>Performance Measures Tracked:</b>			
<b>Measure</b>	<b>Approx. Value</b>		<b>Target Value</b>
Less than 30 per pay period			

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<b>Laws, Regulations, and Policies That Govern Sub-Process:</b>			
<ul style="list-style-type: none"> <li>• FLSA</li> <li>• Minimum wage</li> </ul>			
<b>Current Sub-Process Issues/Problems:</b>			
<b>Improvement Opportunities:</b>			
<b>Opportunity</b> <i>Merge cells to link one Opportunity to multiple impacts)</i>		<b>Organizational Impacts</b> <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Process individual checks through payroll		Allows more timely and accurate issue of individual out of cycle checks; this will enhance the accuracy of payroll data as well as ensuring timely processing	C
<b>Applications that Support the Sub-process</b>			
<b>Application Name(s)</b> <i>(Internal name and vendor's name)</i>		<b>Technology Description</b> <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		See PY-1	

